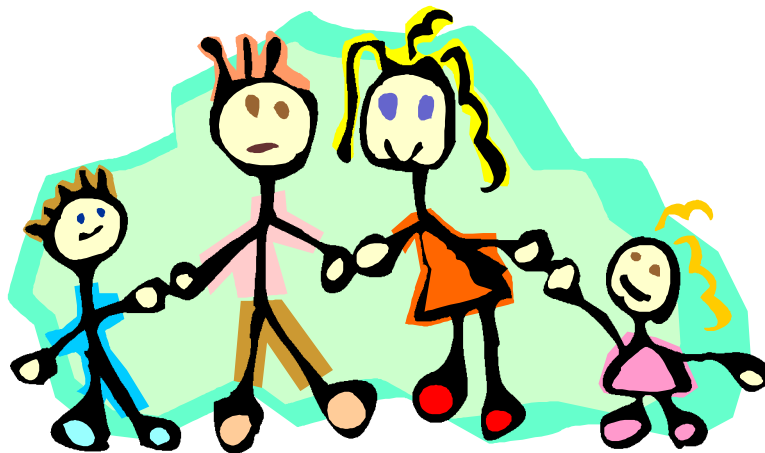


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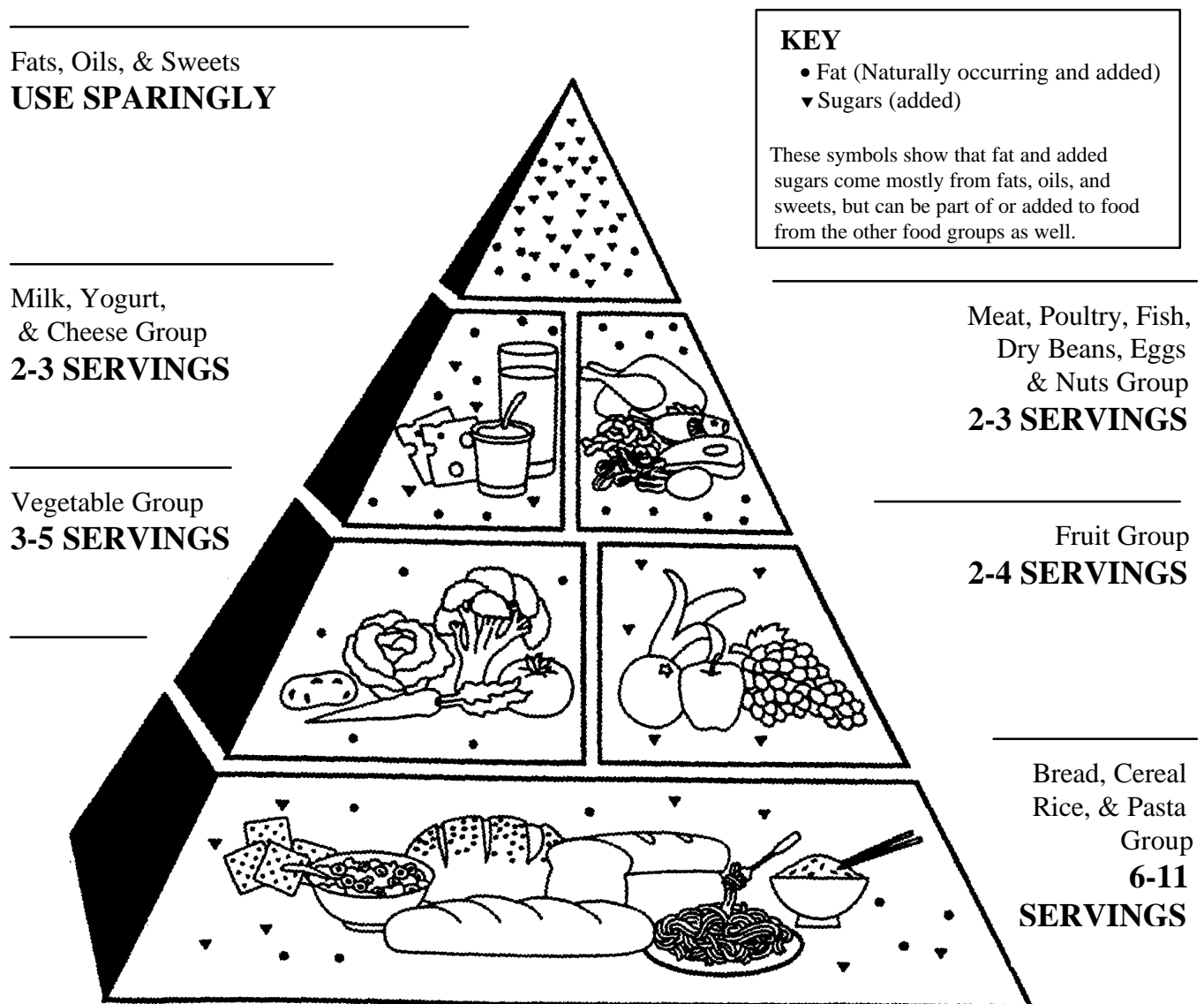


The Food Guide Pyramid

The Food Guide Pyramid was developed by USDA and DHHS as a visual representation of the concepts of moderation and proportionality as well as variety.

Using the pyramid helps respond to meeting the *Dietary Guidelines for Americans*.

The meal pattern requirements for SFSP ensure that a variety of foods are received and are in keeping with the variety recommended in the *Food Guide Pyramid*.



SOURCE: U.S. Department of Agriculture / U.S. Department of Health and Human Services

SFSP Meal Pattern Points to Remember

Keep in mind the following points when you plan menus to meet meal pattern requirements and the Dietary Guideline recommendations.

Meat and Meat Alternates

- For menu variety, use meat and cheese in combination (1 ounce of meat and 1 ounce of cheese = 2 ounces total).
- Dried beans or peas (Remember: do not count for vegetable **and** meat alternate in the same meal).
- Peanut butter or other nut butters, such as almond butter.
- Nuts and seeds may fulfill:
 - (a) full requirement for the snack, but
 - (b) no more than one-half of the requirement for lunch or supper.
- Yogurt may be served as a meat/meat alternate component. For breakfast and snack you may serve 4 oz. (weight) or ½ cup (volume) of plain, sweetened or flavored yogurt to equal 1 ounce of the meat/meat alternate component. For lunch and supper you may serve 8 oz. (weight) or 1 cup (volume) yogurt to equal 2 ounces of the meat/meat alternate component. Homemade yogurt may present food safety dangers, therefore do not use. Frozen yogurt or other yogurt-flavored snack products are not considered yogurt and therefore do not meet the requirements.

Fruits and Vegetables

- Use only 100-percent-strength juice for breakfast. Juice drinks with at least 50-percent-strength juice may be used for snack and lunch. (Caution: children must be served double the volume of these drinks to meet the requirement.)
- Fruit-flavored drinks, ades, or punches contain less than 50 percent-strength juice. These types of beverages may be served as an "other food" but are not credited toward meeting the requirement.
- Juice may not be served as part of the snack when milk is the only other component.
- Juice or syrup from canned fruit does not count as fruit juice.

- Use a different combination of two or more servings for lunch. Include various forms such as raw or cooked, fresh, frozen, canned in juices, or dried.
- Do not serve two forms of the same fruit or vegetable in the same meal. Example: An orange and orange juice, or an apple and applesauce are combinations that should not be used. **Serve a variety of vegetables and fruits to ensure a nutritionally well-balanced meal.**
- Small amounts (less than 1/8 cup) of onions, pickles, relish, catsup, jams or jellies, or other condiments may be added for flavor or garnish as "other foods".

Grains and Breads

- Use grains/breads that are whole-grain or enriched or made from whole-grain or enriched flour or meal or, if it is a cereal it must be whole-grain, enriched, or fortified. Read labels on commercial products to guide you. Bran and germ are credited the same as whole-grain or enriched flour and/or meal.
- Use macaroni or noodle products (cooked) made with enriched or whole-grain flour. Program regulations allow enriched macaroni products that have been fortified with protein to be counted to meet either a grain/bread or meat/meat alternate requirement but not as both in the same meal.
- Pie crust used as part of the main dish (i.e., for turnovers, meat pies) is allowed as a bread item.
- Sweet foods such as toaster pastries, coffee cake, doughnuts, sweet rolls, cookies, cakes, or formulated grain-fruit products when made from whole-grain or enriched meal or flour can be used to meet the bread requirement as specified in the Grains and Breads Chart below. When sweet foods are permitted, no more than 1 grain/bread serving per day may be a dessert and sweet snack foods should not be served as part of a snack more than twice a week.
- Non-sweet snack products such as hard pretzels, hard bread sticks, and chips made from enriched or whole-grain meal or flour can be used to meet the grain/bread requirement.

Grains and Breads

GROUP A	MINIMUM SERVING SIZE FOR GROUP A
<ul style="list-style-type: none"> • Bread type coating • Bread sticks (hard) • Chow mein noodles • Crackers (saltines and snack crackers) • Croutons • Pretzels (hard) • Stuffing (dry) Note: weights apply to bread in stuffing 	1 serving = 20 gm or 0.7 oz $\frac{3}{4}$ serving = 15 gm or 0.5 oz $\frac{1}{2}$ serving = 10 gm or 0.4 oz $\frac{1}{4}$ serving = 5 gm or 0.2 oz
GROUP B	MINIMUM SERVING SIZE FOR GROUP B
<ul style="list-style-type: none"> • Bagels • Batter type coating • Biscuits • Breads (white, wheat, whole wheat, French, Italian) • Buns (hamburger and hotdog) • Crackers (graham crackers - all shapes, animal crackers) • Egg roll skins • English muffins • Pita bread (white, wheat, whole wheat) • Pizza crust • Pretzels (soft) • Rolls (white, wheat, whole wheat, potato) • Tortillas (wheat or corn) • Tortilla chips (wheat or corn) • Taco shells 	1 serving = 25 gm or 0.9 oz $\frac{3}{4}$ serving = 19 gm or 0.7 oz $\frac{1}{2}$ serving = 13 gm or 0.5 oz $\frac{1}{4}$ serving = 6 gm or 0.2 oz
GROUP C	MINIMUM SERVING SIZE FOR GROUP C
<ul style="list-style-type: none"> • Cookies ² (plain) • Cornbread • Corn muffins • Croissants • Pancakes • Pie crust (dessert pies ², fruit turnovers ³, and meat/meat alternate pies) • Waffles 	1 serving = 31 gm or 1.1 oz $\frac{3}{4}$ serving = 23 gm or 0.8 oz $\frac{1}{2}$ serving = 16 gm or 0.6 oz $\frac{1}{4}$ serving = 8 gm or 0.3 oz

¹ Some of the following foods, or their accompaniments may contain more sugar, salt, and/or fat than others. This should be a consideration when deciding how often to serve them.

² Allowed only for desserts under the enhanced food-based menu planning alternative specified in §210.10 and supplements (snacks) served under the NSLP, SFSP, and CACFP.

³ Allowed for desserts under the enhanced food-based menu planning alternative specified in §210.10 and supplements (snacks) served under the NSLP, SFSP, and CACFP, and for breakfasts served under the SBP, SFSP and CACFP.

GROUP D	MINIMUM SERVING SIZE FOR GROUP D
<ul style="list-style-type: none"> • Doughnuts ³ (cake and yeast raised, unfrosted) • Granola bars ³ (plain) • Muffins (all, except corn) • Sweet roll ³ (unfrosted) • Toaster pastry ³ (unfrosted) 	1 serving = 50 gm or 1.8 oz $\frac{3}{4}$ serving = 38 gm or 1.3 oz $\frac{1}{2}$ serving = 25 gm or 0.9 oz $\frac{1}{4}$ serving = 13 gm or 0.5 oz
GROUP E	MINIMUM SERVING SIZE FOR GROUP E
<ul style="list-style-type: none"> • Cookies ² (with nuts, raisins, chocolate pieces and/or fruit purees) • Doughnuts ³ (cake and yeast raised, frosted or glazed) • French toast • Grain fruit bars ³ • Granola bars ³ (with nuts, raisins, chocolate pieces and/or fruit) • Sweet rolls ³ (frosted) • Toaster pastry ³ (frosted) 	1 serving = 63 gm or 2.2 oz $\frac{3}{4}$ serving = 47 gm or 1.7 oz $\frac{1}{2}$ serving = 31 gm or 1.1 oz $\frac{1}{4}$ serving = 16 gm or 0.6 oz
GROUP F	MINIMUM SERVING SIZE FOR GROUP F
<ul style="list-style-type: none"> • Cake ² (plain, unfrosted) • Coffee cake ³ 	1 serving = 75 gm or 2.7 oz $\frac{3}{4}$ serving = 56 gm or 2 oz $\frac{1}{2}$ serving = 38 gm or 1.3 oz $\frac{1}{4}$ serving = 19 gm or 0.7 oz
GROUP G	MINIMUM SERVING SIZE FOR GROUP G
<ul style="list-style-type: none"> • Brownies ² (plain) • Cake ² (all varieties, frosted) 	1 serving = 115 gm or 4 oz $\frac{3}{4}$ serving = 86 gm or 3 oz $\frac{1}{2}$ serving = 58 gm or 2 oz $\frac{1}{4}$ serving = 29 gm or 1 oz
GROUP H	MINIMUM SERVING SIZE FOR GROUP H
<ul style="list-style-type: none"> • Barley • Breakfast cereals (cooked) ⁴ • Bulgur or cracked wheat • Macaroni (all shapes) • Noodles (all varieties) • Pasta (all shapes) • Ravioli (noodle only) • Rice (enriched white or brown) 	1 serving = $\frac{1}{2}$ cup cooked (or 25 gm dry)
GROUP I	MINIMUM SERVING SIZE FOR GROUP I
<ul style="list-style-type: none"> • Ready to eat breakfast cereal (cold dry) ⁴ 	1 serving = $\frac{3}{4}$ cup or 1 oz, whichever is less

⁴ Refer to program regulations for the appropriate serving size for supplements served to children aged 1 through 5 in the NSLP; breakfasts served under the SBP; and meals served to

children ages 1 through 5 and adult participants in the CACFP. Breakfast cereals are traditionally served as a breakfast menu item but may be served in meals other than breakfast.

How to Read the New Food Labels

The new nutrition labels called "Nutrition Facts" are appearing on almost all food products. You may not see them on institutional packs. Foods packaged in large size containers for food service are currently exempt. Inserts or fact sheet information may be provided.

The nutrition label gives standard serving sizes for adults. Be aware that the amounts would have to be adjusted for child size portions, according to meal pattern minimum quantity requirements. Therefore the number of servings and the number of calories per serving along with the number of calories per fat would be similarly adjusted.

Nutrient information on the new labels include: total calories, calories from fat, total fat, saturated fat, cholesterol, sodium, total carbohydrate, including dietary fiber and sugars, and protein based on an established serving size. "Daily Values" in percents are based on an adult's daily intake of 2,000 calories. Keep in mind that the average energy allowance for children 6 through 12 years old is about 2,600 calories per day.

Included on the label are percentages of Vitamins A and C, calcium and iron. Again these are based on daily requirements for adults, not children.



The New Food Label at a Glance

The new food label will carry an up-to-date, easier to use nutrition information guide, to be required on almost all packaged foods. The guide will serve as a key to help in planning a healthy diet. *

Serving sizes are now more consistent across product lines, are stated in both household and metric measures, and reflect the amounts people actually eat.

The list of nutrients covers those most important to the health of today's consumers, most of whom need to worry about getting too much of certain nutrients (fat, for example), rather than too few vitamins or

The label of larger packages may now tell the number of calories per gram of fat, carbohydrate, and

Nutrition Facts

Serving Size 1/2 cup (114g)
Servings Per Container 4

Amount Per Serving

Calories 90 Calories from Fat 30

% Daily Value*

Total Fat 3g 5 %

Saturated Fat 0g 0%

Cholesterol 0mg 0%

Sodium 300mg 13%

Total Carbohydrates 13g 4%

Dietary Fiber 3g 12%

Sugars 3g

Protein 3g

Vitamin A 80% Vitamin C 60 %

Calcium 4% Iron 10%

***Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs.**

	Calories:	2,000	2,500
Total fat	Less than	65g	80g
Sat Fat	Less than	20g	25g
Cholesterol	Less than	300mg	300mg
Sodium	Less than	2,400mg	2,400mg
Total carbohydrate		300g	375g
Fiber		25g	30g

Calories per gram:

Fat 9 Carbohydrate 4 Protein 4

New title signals that the label contains the newly required information.

Calories from fat are now shown on the label to help consumers meet dietary guidelines that recommend people get no more than 30 percent of the calories in their overall diet from fat.

% Daily Value shows how a food fits into the overall daily diet.

Daily values are also something new. Some are maximums, as with fat (65 grams or less); others are minimums, as with carbohydrate (300 grams or more). The daily values for a 2,000 and 2,500 calorie diet must be listed on the label of larger packages.

* This label is only a sample. Exact specifications are in the final rules. Source: Food and Drug Administration, 1994

Sources of Nutrients

Plan menus to include good sources of nutrients. The following fruits and vegetables are good sources of Vitamins A and C.

Vitamin A:

Fruits

Apricots	Melon balls
Cantaloupe	(cantaloupe
Mandarin orange sections	& honeydew)
Mango	Nectarines
Plums	Watermelon

Vegetables

Broccoli	Pumpkin
Carrots	Romaine
Chard	Spinach
Collards	Squash, winter
Endive	Sweet potatoes
Escarole	Tomatoes
Kale	Tomato-vegetable
Mustard greens	juice
Peas and carrots	Turnip greens
Peppers, sweet, red	

Vitamin C:**Fruits**

Bananas	Papaya
Blackberries	Peaches
Blueberries	Pears
Cantaloupe	Pineapple
Grapefruit	Pineapple- grapefruit juice
Grapefruit juice	Pineapple- orange juice
Grapefruit and orange sections	Plums
Honeydew melon	Pomegranates
Kiwi fruit	Raspberries
Mandarin orange sections	Strawberries
Mangoes	Tangelos
Nectarines	Watermelon
Oranges	
Orange juice	

Vegetables

Artichokes	Okra
Asparagus	Onions
Beans, green	Parsnips
Beans, lima	Peas
Bean sprouts	Peppers
Broccoli	Potatoes
Cabbage	Pumpkin
Cauliflower	Snowpeas
Chicory	Spinach
Collards	Romaine
Endive	Rutabagas
Escarole	Tomatoes
Kale	Tomato juice
Kohlrabi	Turnip greens
Mustard greens	Turnips

Young children need iron in their diet. The following are sources from a variety of foods.

Iron:

Meat and Meat Alternates

Meats

Beef
Liver
Liverwurst
Turkey, dark meat

Dry beans and peas

Black-eyed peas (cowpeas)
Chickpeas (garbanzo beans)
Kidney beans, red or white
Lentils
Soybeans

Fish

Shellfish
Trout (use caution with bones)

Grains and Breads

Whole-grain, enriched, or fortified grains/breads, such as:

Bagel, plain, pumpernickel, or whole wheat	Farina
Muffin, bran	Noodles
Oatmeal, fortified	Pita Bread, plain or whole wheat
Pretzel, soft	Rice, white
Ready-to-eat cereals, fortified	

Fruits and Vegetables

Fruits

Apricots, dried
Dates

Vegetables

Lima beans
Spinach
Broccoli

Serving Sizes and Yields for Vegetables

Vegetable	Size and Count	Serving Size and Yield
Carrot Sticks	Specify U.S. #1 carrots with 1 1/8 in. medium diameter - about 7 1/2 in. length, 6 per pound, 50 pound mesh bag.	1 stick is 4 in. long and 1/2 in. wide. 6 sticks = 1/4 cup
Cauliflower	Specify in cartons of 18-24 pounds, or wirebound crates of 45-50 pounds.	1 medium head = about 6 cups florets
Celery Sticks	Specify 2, 2 1/2, or 3 dozen per crate. Crates weigh 60-70 pounds net.	1 stick is 3 in. long and 3/4 in. wide. 4 sticks = 1/4 cup
Cucumbers	Specify 2 in. minimum diameter. This information will be stamped on the basket. Cucumbers will vary from 2 in. to 2 1/2 in. in diameter and are about 7 1/2 in. long.	
Slices	1/8 in. thick slices	4 slices = 1/4 cup
Sticks	Cut into thirds crosswise and each third into fourths lengthwise for sticks.	1 cucumber = 12 sticks 2 sticks = 1/4 cup
Lettuce, Head (Iceberg)	Specify 2 dozen heads, weight of 40-48 pounds.	1 leaf = 1/4 cup
Lettuce, Leaf	Specify 2 dozen heads, weight 18 pounds.	1 large leaf = 1/4 cup
Olives, Ripe	Large	8 olives = 1/4 cup
Pickles, Dill	Specify large size, 4 to 4 3/4 in. long, 22 to 39 count per gallon.	1/3 pickle = 1/4 cup
Pickles, Sweet	Specify small size, 2 3/4 to 3 1/2 in. long, 52 to 99 count per gallon.	1 pickle = 1/4 cup
Radishes	Specify U.S. #1, 1/2 in. diameter minimum, without tops, small size, 45 radishes per pound	7 radishes = 1/4 cup
Tomato	Specify 5x6 size, extra large, 30 pound net per container. Tomato is 2 1/8 in. x 3 in. diameter; 2 1/4 tomatoes per pound.	1/4 tomato = 1/4 cup
Slices	Specify 6x7 size, medium slices, 1/4 in..	2 slices = 1/4 cup
Cherry	Specify standard size, (California or Arizona) or size 125 (Texas).	4 tomatoes = about 1/2 cup

Serving Sizes and Yields for Fruits

Fruit	Size and Count	Serving Size and Yield*
Apples	Specify size 185 to 195 or larger, approximately 2½ in. diameter, about 4 to 5 apples per pound.	1 apple = about ½ cup
Bananas	Purchase by fingers, institutional pack, 150 per case, three to four bananas per pound.	1 banana = ½ cup
Blueberries	Specify U.S. #1, sold in pints, fresh.	½ cup measure
Strawberries	Specify U.S. #1, minimum diameter ¾ in, sold in quarts and pints.	½ cup measure
Cantaloupe	Specify size 36, medium size, 5½ in. diameter, approximately 12/3 pounds per melon.	¼ melon = ½ cup
Grapes	Specify variety desired.	
With seeds		12 grapes = about ½ cup
Seedless		18 grapes = about ½ cup
Nectarines	Specify size 96 (2 to 2⅛ in. diameter) approximately 4 per pound.	1 nectarine = about ½ cup
Medium size	Specify size 70 and 72, approximately 3 per pound.	1 nectarine = about ½ cup
Oranges	Specify size 138 or 113 (California or Arizona) or size 125 (Florida or Texas).	1 orange = about ¾ cup
Peaches	Specify size 84 (2⅛ in. diameter - box may state 2 to 2¼ in. diameter); approximately 3½ to 4 peaches per pound.	1 peach = about ½ cup
Medium size	Specify size 60 to 64 (2½ in. diameter or larger); approximately 3 per pound.	1 peach = about ¾ cup
Pears	Specify size 150 (2¼ to 2⅜ in. diameter.	1 pear = about ½ cup
Medium size	Specify size 120; approximately 3 per pound.	1 pear = about ¾ cup

Serving Sizes and Yields for Fruits (continued)

Fruit	Size and Count	Serving Size and Yield*
Plums	Specify size 4x5, approximately 8 to 10 plums per pound.	2 plums = about ½ cup
Medium size	Specify size 4x4, 6 to 7 plums per pound.	2 plums = about ¾ cup
Raisins	Specify bulk purchase or individual packages.	Yield of Bulk: 1.3 to 1.5 ounces = ¼ cup 1 lb. = 12.6 ¼ cup Yield of Individual Package: 1 package (1½ ounce) = about ¼ cup
Tangerine	Specify size 176, fruit will average 23/8 in. diameter; 4 tangerines per pound.	1 tangerine = about ½ cup
Watermelon	Specify average size, melons will average about 27 pounds.	Yield of melon = 1/64 wedge = about ½ cup



* Any serving size may be planned. For simplicity, this table of serving sizes and yields for vegetables and fruits provides ¼ cup servings of vegetables and ½ cup and/or ¾ cup servings of fruits.

Note: Where sizes are specified for fruits, they indicate numbers of fruit in the box. The larger the number, the smaller the fruit. Any fruit that is larger than that specified may be used.

Buying Calendar for Fresh Vegetables

January	February	March
Beets Cabbage Cauliflower Celery Lettuce Potatoes Spinach	Artichokes Beets Broccoli Cabbage Celery Lettuce Potatoes Spinach	Artichokes Asparagus Beets Broccoli Cabbage Carrots Cauliflower Celery Potatoes
April	May	June
Artichokes Peas Asparagus Spinach Beets Broccoli Carrots Cauliflower Lettuce	Asparagus Peas Beets Potatoes Cabbage Spinach Carrots Sweet corn Celery Tomatoes Lettuce Onions	Carrots Peppers Celery Potatoes Cucumbers Squash Green beans Sweet corn Lettuce Tomatoes Onions
July	August	September
Cabbage Okra Carrots Onions Celery Peppers Cucumbers Potatoes Eggplant Squash Green beans Sweet corn Lettuce Tomatoes Lima beans	Cabbage Onions Celery Peppers Cucumbers Potatoes Eggplant Squash Green beans Sweet corn Lettuce Tomatoes Okra	Cabbage Peppers Cucumbers Squash Eggplant Sweet corn Green beans Onions Peas
October	November	December
Broccoli Okra Brussel Peas sprouts Peppers Cabbage Potatoes Cucumbers Sweet corn Eggplant Sweet Green beans potatoes Lima beans Tomatoes Lettuce Winter squash	Broccoli Brussel sprouts Lettuce	Broccoli Sweet Brussel potatoes sprouts Winter Carrots squash Cauliflower Celery Potatoes Spinach

Buying Calendar for Fresh Fruits

January	February	March
Apples Avocados Grapefruits Lemons Navel Oranges Tangerines Winter Pears	Apples Avocados Grapefruits Lemons Navel Oranges Tangerines Winter Pears	Apples Avocados Grapefruits Lemons Navel Oranges Winter Pears
April	May	June
Apples Avocados Grapefruits Lemons Navel Oranges Strawberries Winter Pears	Avocados Cherries Grapefruits Lemons Navel Oranges Valencia Oranges Winter Pears	Apricots Avocados Bushberries Cantaloupes Cherries Figs Honeydew Melons Lemons Nectarines Peaches Plums Strawberries Valencia Oranges Watermelons
July	August	September
Apricots Avocado Bushberries Cantaloupe Grapefruits Honeydew Melons Lemons Nectarines Peaches Pears Plums Strawberries Valencia Oranges Watermelons	Avocado Cantaloupes Figs Grapes Grapefruits Honeydew Melons Lemons Nectarines Peaches Pears Plums Valencia Oranges Watermelons	Apples Cantaloupe Figs Grapes Grapefruits Honeydew Melons Lemons Peaches Pears Plums Prunes
October	November	December
Apples Dates Figs Grapes Lemons Pears Persimmons Valencia Oranges	Apples Avocado Dates Grapes Lemons Persimmons	Apples Avocado Dates Grapefruits Lemons Navel Oranges Walnuts

Sample Position Description

Job Title: Cook	Effective Date:
Purpose of the Position: Prepares, seasons, and cooks soups, meats, vegetables, desserts, and other foods for consumption by children and some adults.	
Responsibilities:	% Time
1. Reads from menu to estimate food requirements and orders food from supplier or procures it from storage.	_____ %
2. Adjusts thermostat controls to regulate temperature of ovens, broilers, grills, roasters, and/or steam kettles.	_____ %
3. Measures and mixes ingredients according to recipe, using variety of kitchen utensils and equipment, such as blenders, mixers, grinders, slicers, and tenderizers, to prepare soups, salads, gravies, desserts, sauces, and casseroles.	_____ %
4. Bakes, roasts, broils, or steams meats, fish, vegetables, and other foods.	_____ %
5. Adds seasoning to food during mixing or cooking, according to standardized recipes.	_____ %
6. Observes and tests food being cooked by tasting, smelling, and piercing with fork to determine that it is cooked.	_____ %
7. Carves meat, portions food on serving plates, adds gravies, sauces, and garnishes servings to fill orders.	_____ %
8. May supervise other cooks and kitchen employees.	_____ %
9. May wash, peel, cut, and shred vegetables and fruits to prepare them for use.	_____ %
10. May bake bread, rolls, cakes, and pastry.	_____ %
11. Keeps accurate records of amounts used.	_____ %
12. Clean up as necessary.	_____ %

What is a Standardized Recipe?

A standardized recipe provides a list of measured ingredients and set of directions for preparation and service. These are necessary to prepare menu items of consistent quality, portion size, and nutritive value.

Tuna Melt

Ingredients	25 Servings		50 Servings		Directions
	Weight	Measure	Weight	Measure	
Whole large eggs	4 oz.	2	8 oz.	4	1. Place eggs in stock pot and cover with cold water. Bring to a boil and simmer for 10 minutes. Drain and rinse in cold water. Refrigerate. When chilled, peel and chop.
Dry mustard Lowfat mayonnaise	11 oz.	½ tsp. 1_ cup	1 lb., 6 oz.	1 tsp. 2_ cup	2. Combine dry mustard and mayonnaise in a bowl. Allow to set for 5 minutes.
Canned tuna, drained Onions, diced Fresh celery, diced Cheddar cheese, sliced English muffins	Half 66½ oz. can 1 oz. 8 oz. 13 oz.	1 qt. ¼ cup 1½ cup 12½	4 lb. 2 oz. 1 lb. 1 lb., 10 oz.	66½ oz. can ½ cup 3 cups 25	3. Combine chopped eggs, mustard mixture, tuna, onions, and celery in a large bowl. 4. Place English muffin halves on each half-sheet pan (18" x 13" x 2½"). Using a #20 scoop, place 1 portion of tuna mix on each muffin half. Place ½ ounce slice of cheese on top of each portion. Bake in a 350 °F conventional oven for 5 minutes or a 325 °F convection oven for 5 minutes until cheese is melted.

Serving: 3 oz. portion (includes muffin and cheese)

Yield: 25 servings: 3 lb. 4 oz. (tuna salad)
50 servings: 6 lb. 8 oz. (tuna salad)

FOOD SERVICE EQUIPMENT NEEDS				
Equipment	Number of Children			
	1 - 50	51 - 100	101 - 200	201 - 300
Range with ventilating hood	1 range with oven; 30" domestic <i>or</i> 30" - 36" commercial (2 burners)	1 range with oven 30" - 36" commercial (4 burners)	1 range with oven 30" - 36" commercial (2 if over 150 children) (6 burners)	2 ranges with ovens 30" - 36" commercial <i>or</i> 1 range w/oven 60" or larger commercial (8 burners)
Refrigerator with shelves	single section domestic 18 cu. ft. <i>or</i> commercial reach-in 20-25 cu. ft.	double section commercial reach-in 40-50 cu. ft.	double section commercial reach-in 50-60 cu. ft. <i>or</i> 64 sq. ft. (8 ft. x 8 ft.) walk-in	triple section commercial reach-in 60-75 cu. ft. <i>or</i> 64 sq. ft. (8 ft. x 8 ft.) walk-in
Freezer	same as refrigerator	same as refrigerator	same as refrigerator	same as refrigerator
Work Tables (Allow 4 linear ft./worker). Use countertops as tables	1 table	2 tables	3 tables	4 tables
Sink with separate handsink	1 sink - 3 compartments	1 sink - 3 compartments	1 sink - 3 compartments	1 sink - 3 compartments

If the site will serve over 100 children, the following equipment is recommended to supplement the minimum items listed above:

Steam equipment (kettle, steamer)
 Hot food holding cabinet
 Convection oven
 Microwave oven
 Electric food slicer
 Mixer with attachments (vegetable slicer/shredder, meat and food chopper)

Daily Menu Production Worksheet

(1) **Date**

Meal Pattern		Menu (2)	Food Item Used (3)	Quantity Used (4)	Serving Size (5)	C P (6)	P A (7)
Breakfast	Milk, Fluid Juice or Fruit or Vegetable Grain/Bread						
AM Snack	(Select 2) Milk, Fluid Juice or Fruit or Vegetable Grain/Bread Meat/Meat Alternate						
Lunch	Milk, Fluid Vegetable and/or Fruit (2 or more) Grain/Bread Meat/Meat Alternate						
PM Snack	(Select 2) Milk, Fluid Juice or Fruit or Vegetable Grain/Bread Meat/Meat Alternate						
Supper	Milk, Fluid Vegetable and/or Fruit (2 or more) Grain/Bread Meat/Meat Alternate						

CP - Child Participants PA - Program Adults

Daily Menu Production Worksheet Instructions

(This prototype worksheet is not a Federal SFSP requirement. However, the State administering agency may require its use by sponsors preparing meals on-site or at a central kitchen.)

Item Number

1. Enter the calendar date showing month, day, and year.
2. Enter all menu items served on this date for the appropriate meal service.
3. Enter the name of each food used to meet meal or snack requirements. For a menu item like beef pot pie, the foods that meet the meal requirements at lunch or supper could be: beef cubes would meet the meat/meat alternate requirement; potatoes and carrots in the pie would meet part of the fruit/vegetable requirement; the pie crust would meet part or all of the grain/bread requirement.
4. Enter quantity of each ingredient or food item used to meet the meal requirements. Use weights, measures or number, (e.g., stew beef, 10 lbs; potatoes, 3 lbs; etc.).
5. Enter the portion or serving size of each menu item served (e.g., 5 oz. pie, 1/2 cup juice). Serving sizes can be shown in measures (such as cup measures, scoop size, ladle size), weight, or number (such as medium apple).
6. Enter number of child participants served at each meal/snack.
7. Enter the number of program adults served at each meal/snack (if applicable).

Food Inventory Record				
Name				
Date				
Beginning Inventory \$				
Food Item (1)	Purchase Unit Size & Description (case, bag, can, lb.) (2)	# of Units on Hand (3)	Unit Cost (4)	Total Cost (5)
Ending Inventory \$				

Food Inventory Record Instructions

The value of the beginning inventory is determined by taking a physical count before the food service operation begins. The value of the beginning inventory thereafter is the same as the ending inventory for the previous month.

A complete physical inventory of all purchased foods, commodities, and supplies on hand must be taken at the end of the reporting period.

For ease in taking a physical count of foods in storage, arrange the items according to food groups in the storage area and arrange each group in alphabetical order, for example, canned fruits and fruit juices - apples, apricots, etc. Store food in cases, boxes, or other containers marked with the date received and cost per unit to facilitate the taking of inventories.

Column 1. Enter the name of the food item, such as asparagus, green beans, or mayonnaise.

Column 2. Enter the size pack, such as, 6/#10 case, #50 bag, or #10 can. If different size containers of the same food item are on hand, use a separate line for each size and a separate line for each different unit cost of the same size pack.

Column 3. Enter the number of units (of the size shown in column 2) found on hand from actual count.

Column 4. Enter the unit cost for the size unit shown in column 2 (use the unit cost written on package or unit).

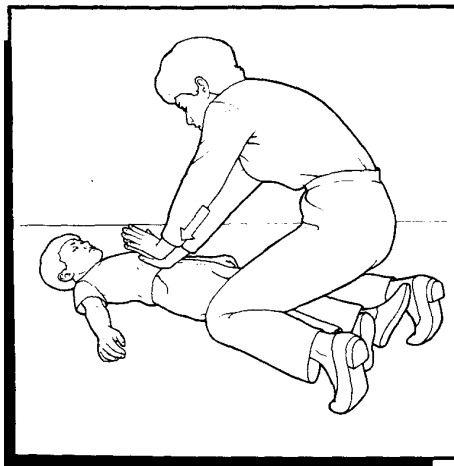
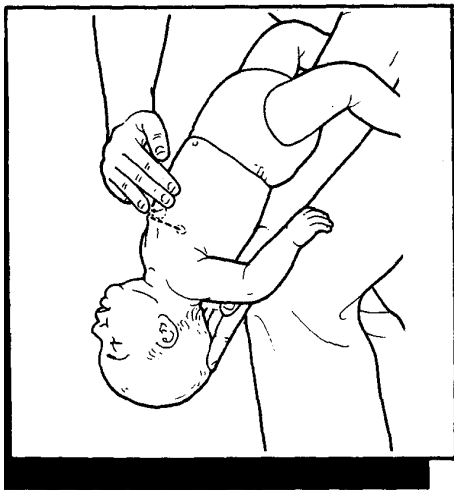
Column 5. Obtain the total cost by multiplying the number of units (column 3) by the unit cost (column 4) and enter in column 5. Add column 5 (total cost) on all pages for the inventory at the end of the month. This total is the value of the ending inventory, and becomes the beginning inventory for the following month.

If You Suspect Foodborne Illness

Unfortunately, there may be a time when despite the best of intentions, a child may become ill due to bacteria in the food he or she eats. Here are some guidelines to follow if a child is suspected to be suffering from a foodborne illness.

- Get the following information:
 - name(s) of the child(ren);
 - name of parent or guardian;
 - parent's or guardian's telephone number;
 - when the child ate last (the date and the time);
 - what the child ate last (include everything eaten);
 - whether, if anything, tasted bad when it was eaten; and
 - what time the child began to feel ill, including the symptoms.
- Include information on the food item(s) involved. Seal and keep all leftovers of the suspected food(s) and mark "DO NOT USE."
- Call the local or State Health Department and inform them of the incident. They will direct you on what to do with the child and the suspected food(s).

What Can You Do When a Child Is Choking?



If a conscious child is choking but CAN BREATHE:

Call the rescue squad and until help comes:

- Keep the child calm.
- Have the child sit down and cough.
- Do not slap the child on the back.
- Do not give the child a drink.
- Do not hold the child upside down.

If a conscious child is choking but CANNOT BREATHE, COUGH, SPEAK, OR CRY:

Call the rescue squad and until help comes:

- For an **infant who is conscious**
 1. Place the infant face down on your arm, supported by your thigh. Support the head and neck.
 2. Give five back blows between the shoulder blades with the heel of your hand.

If the object does not come out:

 3. Sandwich the infant between your forearms and hands, and turn the infant on its back. Place your arm on your thigh for support. Support the head and neck.
 4. Give five chest thrusts on about the center of the breastbone.
 5. Repeat if necessary.

- For a **young child who is conscious**:
 1. Lay the child on the floor on its back. Kneel at the child's feet.
 2. Place the heel of one hand against the middle of the child's stomach, just above the navel.
DO NOT PRESS YOUR FINGERS ON THE CHILD'S RIBS.
 3. Give up to five abdominal thrusts.
 4. Repeat if necessary.

If a choking infant or young child BECOMES UNCONSCIOUS:

1. Open the mouth and look for the object. If you can see it, remove by doing a finger sweep with your little finger.
2. Give two slow breaths to the infant or young child.
3. Repeat the steps given above for a conscious infant or young child if necessary.

THE INFANT OR CHILD NEEDS TO SEE A DOCTOR, EVEN WHEN THE OBJECT COMES OUT AND BREATHING RETURNS.

Everyone should learn how to do these lifesaving steps.

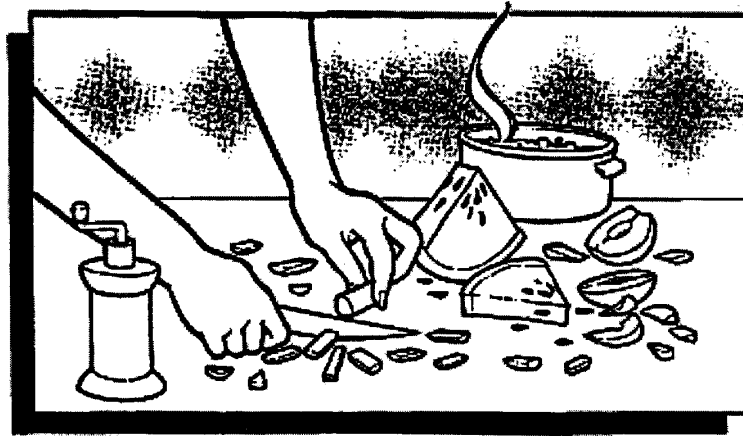
Call your local American Red Cross chapter for first aid training and information.

DO NOT PRACTICE ON PEOPLE.

This figure courtesy of the American Red Cross, Washington, D.C.

You Can Help Prevent Choking

Young children are at the highest risk of choking on food and remain at high risk until they can chew better. Choking kills more young children than any other home accident. How can you make eating safer for young children?



Watch children during meals and snacks to make sure they:

- Sit quietly.
- Eat slowly.
- Chew food well before swallowing.
- Eat small portions and take only one bite at a time.

Fix table foods so that they are easy to chew:

- Cut foods into small pieces or thin slices.
- Cut round foods, like hot dogs, into short strips rather than round pieces.
- Remove all bones from fish, chicken, and meat.
- Cook food until it is soft.
- Remove seeds and pits from fruit.

The foods which are popular with young children are often the ones which have caused choking. Foods that may cause choking:

Firm, smooth, or slippery foods that slide down the throat before chewing, like:

- hot dog rounds
- hard candy
- whole pieces of canned fruit
- peanuts
- whole grapes

Small, dry, or hard foods that are difficult to chew and easy to swallow whole, like:

- popcorn
- small pieces of raw carrot or other raw hard vegetables
- nuts and seeds
- potato and corn chips
- pretzels

Sticky or tough foods that do not break apart easily and are hard to remove from the airway, like:

- spoonfuls or chunks of peanut butter or other nut/seed butters
- meat
- chewing gum
- marshmallows
- raisins and other dried fruit

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Information Resources

NFSMI (800) 321-3054

The **National Food Service Management Institute (NFSMI)**, located at the University of Mississippi, is committed to improving the operation and quality of all Child Nutrition Programs, including children served in SFSP. This is accomplished through staff development programs, training experiences, educational materials, and a national satellite network. The Institute is administered through USDA's Food and Consumer Service.

For information on food service, food preparation, meeting the Dietary Guidelines, or available videos and training packages, contact the NFSMI's clearinghouse at 800-321-3054, or write:

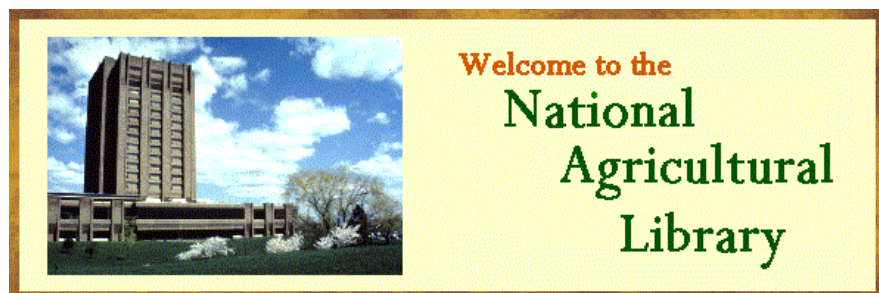
National Food Service Management Institute
University of Mississippi
P.O. Drawer 188
University, MS 38677



FNIC (301) 504-5719

The **Food and Nutrition Information Center (FNIC)** is located at USDA's National Agricultural Library in Beltsville, Maryland. USDA program participants may borrow summer food service reference materials, videos, and training materials free of charge. Sample Nutrition Education and Training materials are available at FNIC. Food labeling material is also available. On-line bibliographies are offered to assist in research. Contact FNIC at (301) 504-5719, or write:

USDA/NAL/FNIC
10301 Baltimore Boulevard, Room 304
Beltsville, MD 20705



NCEMCH
(703) 821-8955
Extension 254

The **National Center for Education in Maternal and Child Health (NCEMCH)** offers publications on nutrition, maternal health, child health, and children with special health care needs. Contact the Clearinghouse at (703) 821-8955, ext. 254, or (703) 821-2098, or write:

National Center for Education in Maternal
and Child Health
2000 15th Street, North, Suite 701
Arlington, VA 22201-2617

**NRC-for Health
and Safety in
Child Care**
(703) 524-7802

The **National Resource Center for Health and Safety in Child Care** provides information services, training and technical assistance, conferences for sharing experiences and knowledge, and develops and distributes resource materials. Contact the center at (703) 524-7802, or write:

The National Resource Center for Health
and Safety in Child Care
8201 Greensboro Drive, Suite 600
McLean, VA 22102

FDA/USDA
(301) 443-3220

FDA/USDA Food Labeling Education Information Center -
Contact this organization for materials and activities related to food labeling education at (301) 443-3220, or write:

FDA-Office of Public Affairs
5600 Fishers Lane, HFE-88
Rockville, MD 20857

ADA
(800)366-1655

The American Dietetic Association's National Center for Nutrition and Dietetics offers a Consumer Nutrition Hotline at (800)366-1655. Listen to a food and nutrition message, speak to a Registered Dietitian, or for a referral to a Registered Dietitian in your area. For more information, write to:

The American Dietetic Association
National Center for Nutrition and Dietetics
216 W. Jackson Blvd.
Chicago, IL 60606-6995

Other Resources

Contact your State administering agency for assistance in obtaining any of the following publications.

Building for the Future: Nutrition Guidance for the Child Nutrition Programs, USDA/Food and Nutrition Service, FNS-279, April, 1992.

Nutrition and Your Health: Dietary Guidelines for Americans, Fourth Edition, USDA/Department of Health and Human Services, 1995.

Serving It Safe: A Manager's Tool Kit, USDA/Food and Consumer Service, FCS-295, August 1996.

Making Healthy Food Choices, USDA/Human Nutrition Information Service, Home & Garden Bulletin No. 250, February 1993. (Spanish version, December 1994)

Preventing Food Borne Illness, A Guide to Safe Food Handling, Home and Garden Bulletin No. 247, September, 1990, USDA/Food Safety and Inspection Service, September 1996.

Food Buying Guide for Child Nutrition Programs, USDA/FCS, PA-1331, Revised May 1990, Supplements Added in 1993.

Caring for Our Children, Health and Safety Guideline, American Public Health Association, and the American Academy of Pediatrics.

Celebrating Diversity - Approaching Families Through Their Food, Eliades, D.C., and Sutor, C.W., National Center for Education in Maternal and Child Health, 1994.

How to Get Your Kid To Eat...But Not Too Much, From Birth to Adolescence, Ellyn Satter, Bull Publishing Company, 1987

Child of Mine, Feeding with Love and Good Sense, Ellyn Satter, Bull Publishing Company, 1991

The Food Code, U.S. Public Health Service, Food and Drug Administration, Department of Health and Human Services, 1999

Food and Nutrition Service Regional Offices

Mid-Atlantic Regional Office

Mercer Corporate Park
300 Corporate Boulevard
Robbinsville, NJ 08691-1598

*Delaware, District of Columbia,
Maryland, New Jersey,
Pennsylvania, Puerto Rico,
Virginia, Virgin Islands,
West Virginia*

Midwest Regional Office

77 West Jackson Boulevard
20th Floor
Chicago, IL 60604-3507

*Illinois, Indiana, Michigan,
Minnesota, Ohio, Wisconsin*

Mountain Plains Regional Office

1244 Speer Boulevard
Suite 903
Denver, CO 80204-3585

*Colorado, Iowa, Kansas,
Missouri, Montana, Nebraska,
North Dakota, South Dakota,
Utah, Wyoming*

Northeast Regional Office

10 Causeway Street
Boston, MA 02222-1069

*Connecticut, Maine,
Massachusetts, New Hampshire,
New York, Rhode Island, Vermont*

61 Forsyth Street SW, Room 8T36
Atlanta, GA 30303-3427

*Alabama, Florida, Georgia, Kentucky,
Mississippi,
North Carolina, South Carolina, Tennessee*

Southwest Regional Office

1100 Commerce Street
Room 5-C-30
Dallas, TX 75242-9980

*Arkansas, Louisiana, New Mexico, Oklahoma,
Texas*

Western Regional Office

550 Kearny Street
Room 400
San Francisco, CA 94108-2518

*Alaska, Arizona, California,
Hawaii, Idaho, Nevada, Oregon,
Washington, Guam*

Southeast Regional Office